

## Position Description (SF-3) Review Form

Employee Name (Please Print) \_\_\_\_\_

Personnel Number \_\_\_\_\_ Position Number \_\_\_\_\_

Job Title \_\_\_\_\_

Supervisor Name (Please Print) \_\_\_\_\_

**Civil Service now mandates that all position descriptions [Standard Form 3 (SF-3)] for filled positions be updated at least once every five (5) years. Keeping the position description up to date has advantages for the employee in that it could affect pay and qualifying work experience. Official documentation on an approved position description will be considered when determining if the employee qualifies for other job titles. Consequently, an up to date and current position description must be submitted if the position description has not be updated within the last five (5) years or if the position description does not accurately describe the duties and responsibilities that are assigned to the position. Updated position descriptions, along with any necessary attachments must be submitted to the Office of Human Resources along with the Performance Planning and Review planning document. Please fill in the blank and check the following paragraph that applies:**

On \_\_\_\_\_ (date), my supervisor reviewed my position description (SF-3) with me as a part of my Performance Planning and Review (PPR) planning session.

☐ I agree that the position description is an accurate reflection of my current duties.

☐ My supervisor and I feel some changes to the position description are needed to more accurately reflect my current duties.

☐ My position description has not been updated within the past 5 years and an update is required.

**Note: The updated position description must be forwarded to the Office of Human Resources within two (2) weeks of the date this form is signed. If this deadline cannot be met, please contact Stacy Oubre at 342-6060 for instructions.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date